

## SAVANNAH DISTRICT HURRICANE PLAN

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## Savannah District Hurricane Plan

**1. Purpose.** The purpose of this plan is to provide information and guidance to District personnel regarding intended response actions for tropical cyclones and severe weather. The assumptions, commander's intent, and concept of operations by phase will enable personnel to prepare and plan at subordinate levels of management to ensure disaster response operations are executed in a safe and organized manner.

**2. Applicability.** The primary audience for this plan is District senior leaders, managers, and supervisors. It is incumbent that those personnel in leadership roles understand this plan and communicate the necessary actions required to ensure the District is able to survive severe weather and continue to perform our essential functions.

**3. References.**

- a. Public Law (PL) 84-99, Flood Control and Coastal Emergencies, as amended, 33 U.S.C. 701n (69 Stat. 186)
- b. Engineer Regulation 500-1-1, Civil Emergency Management Program, 30 September 2001.
- c. PL 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121
- d. National Response Framework, May 2013
- e. National Disaster Recovery Framework, September 2011
- f. DoDD 3025.1 Military Support to Civil Authorities, 15 January 1993
- g. Enterprise Emergency Response Team (EERT) Mission Standard Operating Procedure, July 2009
- h. USACE Logistics Activity Operation Plan/Order 08-01 (Logistics Plans and Operations Division Strategic Plan) dated 7 February 2008
- i. South Atlantic Division OPORD 2013-04 (SAD Response to All Hazard Events) Annex A (Tropical Storm/Hurricane Incident Response Plan)
- j. CESAS Plan 500-1-3: Savannah District Crisis Notification Plan
- k. CESAS Plan 500-1-5: Savannah District Continuity of Operations (COOP) Plan

l. CESAS Plan 500-1-13: Savannah District Hurricane Preparedness, Evacuation and Accountability Procedures

m. CESAS OPORD 2013-01, Integrated Protection (IP)

n. EP 37-1-6: Resource Management Functional Guide for Civil Emergency Management Programs, dated 1 October 2009

o. Savannah District 24-36 Hour Logistics Support Plan

**4. Situation.** The North Atlantic hurricane season runs annually from June 1 through November 30. During this period, the states on the eastern seaboard and the Gulf of Mexico are vulnerable to severe weather. The SAS must be prepared to protect our personnel and provide emergency services as defined in Public Law 84-99 (PL 84-99) and the National Response Framework (NRF).

a. **Area of Interest (AOI).** The SAS AOI is the South Atlantic Division (SAD), which consists of Alabama, Florida, Georgia, North Carolina, and South Carolina as well as Puerto Rico and the Virgin Islands.

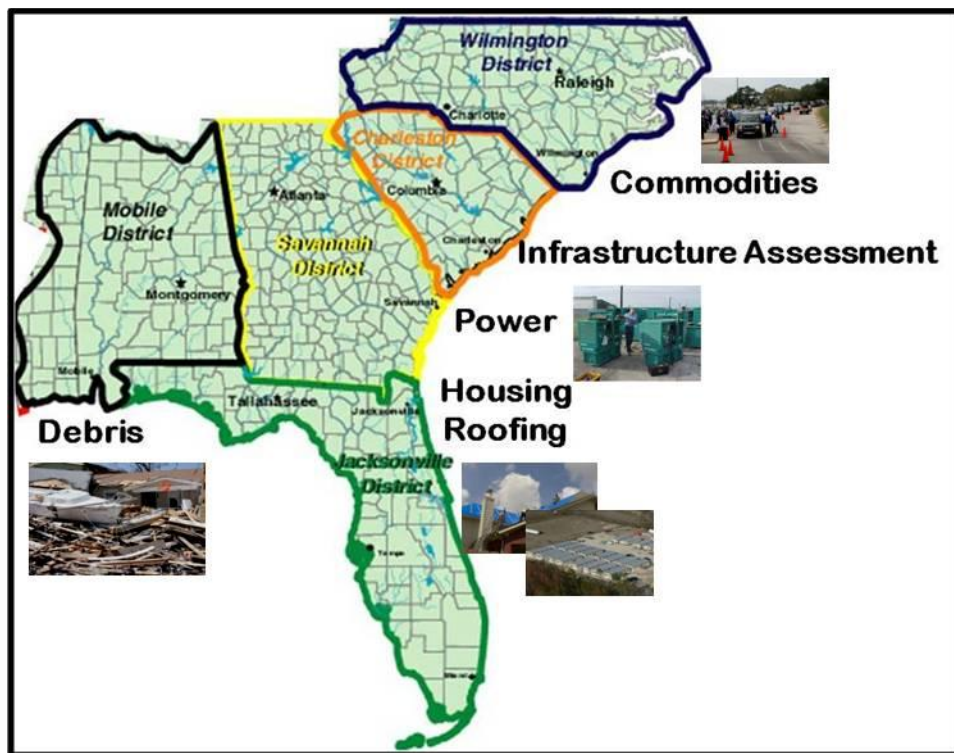


Figure 1. South Atlantic Division Area of Interest (includes Planning Response Team locations.)

b. **Area of Operations (AO).** For PL 93-288 (Stafford Act) events, SAS is responsible for the political boundaries of the State of Georgia (see Assumptions) to conduct disaster response

and recovery operations under the NRF. For flooding on the Savannah River Basin, SAS is responsible for counties along the River in both Georgia and South Carolina.

(1) Terrain. Georgia's approximately 100 miles of densely populated coastline on its southeastern border is heavily forested and at or near mean sea level (MSL), making debris and flooding likely from a tropical cyclone.

(2) Weather.

(a) Tornadoes and tropical cyclones are common for the region.

(b) The National Weather Service ([www.weather.gov](http://www.weather.gov)) (NWS) is the only recognized source for official weather information used for federal planning and response operations for weather related emergencies. Several media outlets exist that provide weather information, but for tropical cyclone forecasting use the NWS' National Hurricane Center ([www.nhc.noaa.gov](http://www.nhc.noaa.gov)) (NHC).

(c) While a tropical cyclone exists, the NHC updates forecast information daily every three hours at 0200, 0500, 0800, 1100, 1400, 1700, 2000, 2300. The NHC may also provide special advisories as warranted.

(3) Civil Considerations.

(a) The Interstate system in Georgia consists of I-95, I-75, I-85, I-20, and I-16. All of these roadways are part of the evacuation system within the region.

(b) The State of Georgia manages state emergencies through the Georgia Emergency Management Agency (GEMA) using the National Incident Management System (NIMS) and the Incident Command System (ICS) model. During a major hurricane involving response from federal agencies, support requests will typically originate from the county jurisdictional level (Georgia has 159 counties) to GEMA at the state level using the incident management tool WebEOC. If the State is unable to support the request, GEMA will create a Request for Resource Support (RRF) and forward to FEMA who will then determine what federal agency can best fulfill the request.

(c) The Port of Savannah and the Port of Brunswick are major hubs for international commerce and logistics. The State of Georgia considers the ports a very high priority to ensure the navigable channels are clear and operational.

(d) **Landfall**. For purposes of this plan, **Landfall (L-hour)** is defined as the *period of time* when tropical storm force winds (>39 mph) begin impacting a landmass until winds fall below 39 mph. This condition can persist for an extended period of time as the storm passes over affected areas.

(e) **Acronyms.** For a list of acronyms and abbreviations commonly used in disaster response, refer to the FEMA Acronyms, Abbreviations, and Terms (FAAT) at <http://www.fema.gov/fema-acronyms-abbreviations-and-terms>.

c. **Friendly forces.**

(1) HQ, South Atlantic Division, USACE Mission and Intent. See Reference i (SAD Response to All Hazards Events).

(2) Missions of Adjacent Units. See Reference i (SAD Response to All Hazards Events).

d. **Attachments and Detachments.** See Reference i (SAD Response to All Hazards Events) to view the possible attachments in the event that SAS AO is impacted by a hurricane.

e. **Assumptions.**

(1) A severe weather event will overwhelm state level emergency response and recovery capabilities, requiring activation of the National Response Framework (NRF).

(2) A Presidential Declaration will be made, invoking PL 93-288 (Stafford Act) funding. Federal resources will be deployed pre-landfall. FEMA will initiate pre- and post-incident mission assignments.

(3) A hurricane making landfall on the coast of Georgia in the vicinity of Savannah will require the evacuation of SAS HQ personnel and the activation of the District COOP Site.

(4) An evacuation of the SAS HQ will last from three days up to a month depending upon the severity of the hurricane damage. SAS personnel and adequate life support will be available to ensure continuity of disaster operations.

(5) The District Commander will be named the Division Forward Commander and SAS will maintain mission command during all phases of the disaster. SAS will stand up its own Recovery Field Office (RFO) for response and recovery missions.

(6) Personnel to augment the EOC and RFO, as well as Deployable Tactical Operating Systems (DTOS), and Subject Matter Experts (SME) will be required and requested through SAD RCO, dependent on the severity of the event. Funding will be available through FCCE and FEMA Mission Assignment funds.

**5. Mission.** On order, in response to a tropical cyclone, flood, or coastal emergency, SAS provides public works and engineering support within the designated AO for emergency response and recovery IAW the NRF or within applicable provisions of PL 84-99.

**6. Execution.**

a. **Commander's Intent.**

(1) SAS supports Federal, State, and Local disaster response and recovery efforts as the Division Forward Command for Emergency Support Function (ESF) #3 IAW the NRF. We uphold this response capability in our AO by maintaining our readiness, executing missions and tasks, and honoring our commitments.

(2) Key Tasks.

(a) Provide effective, timely and flexible response solutions to our customers IOT maintain our Command Focus in the AO.

(b) Prepare personnel, maintain assets and resources, and respond rapidly IOT set conditions for success during emergencies.

(c) Assess the situation timely and accurately, maintain a common operating picture, and communicate critical information IOT ensure leadership can make informed decisions.

(d) Maintain communications with partners and stakeholders IOT ensure uninterrupted delivery of SAS programs and services.

(e) Maintain the SAS Continuity of Operation (COOP) Plan and Family Emergency Preparedness Program IOT minimize operational disruptions and ensure employees and their families are safe and accounted for during emergencies.

(3) Endstate. Disaster response operations are complete; all personnel and their families are accounted for; conditions are set for long-term recovery operations in any disaster affected areas in our AO; partners and stakeholders' needs from SAS are met; normal SAS business operations have resumed; and the organization is reset and prepared for future emergencies.

b. **Concept of Operations.** This operation will be conducted in six phases: Normal Operations, Activation, Deployment, Execution, Recovery, and Closeout. The phases of operation are determined by the SAS Commander based on the principles of METT-TC (Mission/Enemy/Terrain/Troops Available/Time/Civil Considerations). Refer to Appendix 1 (Decision Execution Synchronization Matrix by Phase) to understand how the operational phases used by SAS and USACE coincide with the USACE Levels of Activation and FEMA's Operational Phases. Refer to Appendix 2 (Hurricane Phase Execution Matrix) as a companion document to the Concept of Operations section for actions and transitions for each hurricane response phase of operation.

(1) Phase 0—Normal Operations (> L-120)

(a) Normal Operations are continuous annually. Heightened awareness begins on 1 May, one month prior to the start of hurricane season.

(b) By 1 June, members of the Crisis Management Team (CMT), Crisis Action Team (CAT), Local Government Liaisons (LGL), and Recovery Field Office (RFO) personnel have

been identified, trained, and are prepared to deploy and conduct their assigned mission in response to a disaster. Refer to the Emergency Management Division for updated manning rosters.

(c) Planning Response Team (PRT) members are trained and prepared.

(d) Conduct exercises to test preparedness of teams and validate procedures.

(e) This phase ends when a potential tropical cyclone is forecasted to strike or affect the SAS AOI.

(2) Phase I—Activation (L-120 to L-72)

(a) The EOC is activated at Level III (Monitoring) during this phase and is staffed by personnel from the Emergency Management Division.

(b) The CMT assembles and Commander's Update Briefs (CUB) are conducted daily in the EOC. The reporting format for the meeting can be seen in Appendix 6 and the official working format for each division/office is found at the SAS Sharepoint site (<https://team.usace.army.mil/sites/SAS/EM/coop/Commanders%20Update/Forms/AllItems.aspx>)

(c) SAS normal business operations continue.

(d) Key events/tasks for this phase are listed in the District Hurricane Response Checklist available at the SAS Sharepoint site (<https://team.usace.army.mil/sites/SAS/EM/coop/Shared%20Documents/Forms/AllItems.aspx>).

(3) Phase II(a)—Deployment (o/a L-72 to ~L-48 or return to Phase 0)

(a) The EOC is activated to Level II (Partial Activation) or Level I (Full Activation). Staffing is increased with the addition of select CAT members. On order Local Government Liaisons (LGL) are deployed to counties.

(b) CUBs continue, Divisions secure project sites, document pre-incident conditions, prepare for possible evacuation and COOP (refer to CESAS Plan 500-1-5), Operations Division personnel secure vessels and projects as directed.

(c) On order (in the event of an anticipated evacuation) designated personnel depart to COOP location in order to establish communications and operational capability IAW CESAS Plan 500-1-5 and CESAS Plan 500-1-13. Coordination with Coast Guard Marine Safety Unit and other agency partners is executed.

(d) Upon notification of a public evacuation order from the County Emergency Management Agency, the Commander provides duty status guidance for affected District personnel and evacuation instructions are issued IAW CESAS Plan 500-1-13.

(e) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(f) Phase II(a) ends when the evacuation order is issued by the Commander or if the storm threat decreases.

(4) Phase II(b)—Deployment (o/a L-48 to L-hour or return to Phase 0)

(a) PRTs move to designated staging areas to await further orders.

(b) Employees provide status reports IAW CESAS Plan 500-1-13.

(c) On order, designated personnel relocate to the COOP Site, the SAS HQ is secured, and CUBs cease until the CMT is reassembled at the COOP site.

(d) Preliminary Damage Assessment (PDA) teams are alerted, and all field offices complete preparation of government equipment and personnel for destructive weather. Status reports provided via spot reports (SPOTREP)/situation reports (SITREP), and CUBs.

(e) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(f) Phase II(b) ends when the storm makes landfall or if the threat of the storm decreases. Personnel shelter-in-place until the storm passes.

(5) Phase III—Execution (L-hour to ~L+12)

(a) This phase begins after the storm has made landfall and environmental conditions allow emergency responders to safely enter the affected area (i.e. Wind speeds <39mph, visibility is acceptable, roads are accessible).

(b) SAS employees not participating in emergency operations remain in the work status designated by the District Commander until notified otherwise. It is the responsibility of the employee to maintain communications with the District IAW CESAS Plan 500-1-13.

(c) The EOC maintains mission command of all response and recovery missions until the RFO is operational. If an RFO is authorized by FEMA, advanced RFO personnel work to establish RFO operations near the affected area. RFO personnel are contacted and instructed on where and when they need to report for duty.

(d) Damage and needs assessments are conducted in the AO for State and local needs and USACE projects using the PDA, joint assessment teams and LGLs.

(e) The CMT conducts operational needs assessments and the decision making process regarding current and future District operation how to continue operations for the District.

(f) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(g) This phase ends when the RFO is established or the EOC assumes recovery mission responsibilities.

(6) Phase IV—Recovery (After ~L+12)

(a) During this phase the RFO conducts missions ICW FEMA for emergency response and recovery under Stafford Act authority IAW the NRF or in lieu of an RFO, the EOC directs recovery operations for the District.

(b) The EOC and CMT focus on resumption of District operations, personnel duty status, and reoccupation of SAS HQ.

(c) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(d) This phase ends when all recovery missions are complete.

(7) Phase V—Closeout

(a) This phase begins when the RFO completes all recovery missions.

(b) Financial transactions on the Mission Assignments (MA) should be completed within 90 days from the physical completion date.

(c) Conduct After Action Reviews (AAR), provide letters of continuity for performance appraisals, conduct awards process.

(d) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(e) This phase ends when all fiscal obligations are complete and SAS employees return to normal duties.

c. **Tasks to Subordinate Units.**

(1) Emergency Management Division. Coordinate with each Division/Office to ensure tasks in Appendix 3 (Hurricane Checklist) and Appendix 4 (Floating Plant Procedures) are accurate and relevant to civil considerations.

(2) Operations Division. Comply with the tasks and procedures identified in Appendix 4 (Floating Plant Procedures) to ensure the readiness of emergency responders to rapid needs assessments in the coastal Georgia area.

(3) Planning Division. Coordinate with county and state officials within the AO to assist in HURREVAC modeling and other preparedness tasks.

(4) Office of Security and Law Enforcement. Maintain Annex M (Special Threat Situations) to CESAS OPOD 2013-01, Integrated Protection (IP) for an evacuation/building closeout plan that assures the safety of SAS personnel and their families and the orderly occupation of the SAS COOP Site. ICW Emergency Management Division and Chatham County (CEMA) and IAW CESAS Plan 500-1-13,

(5) Internal Review Office. Update and distribute AARs from previous disaster response efforts to staff.

d. **Coordinating Instructions.**

(1) An Operations Order for executing this plan will be published upon direction from the SAS District Commander typically during Phase I of an observed tropical cyclone that threatens the Savannah AOI.

(2) For personnel accountability, all SAS employees affected by an evacuation order will report IAW CESAS Plan 500-1-13.

(3) Update Emergency Contact Rosters, ensure phone numbers are correct, and submit a copy to CPAC Chief.

(4) Conduct pre-disaster staff meetings on expectations of team members; such as (but not inclusive) on-call responsibility, EOC activities, overtime and timekeeping requirements, technical expertise, travel and lodging requirements, family and personal preparedness, government travel credit card requirements, safety and security of personnel. (See EM Division for guidance.)

(5) Ensure employees have Family Emergency Preparedness Plans. Basic Plan template is found at the SAS intranet (<https://intranet.usace.army.mil/sad/sas/Documents/FamilyPrepPlan.pdf>). Refer employees to the SAS Emergency Management Division for assistance.

(6) Upon notification, individuals from the RFO not selected to evacuate to the COOP Site will submit their evacuation plans to the Chief, EM Division, and copy their respective Division/Office Chief in order to ensure their availability to be called and execute timely movement to the RFO site should the RFO be activated.

(7) Review Appendix 3 (Hurricane Checklist) and report changes or updates to the SAS Emergency Management Division.

**7. Sustainment.**

a. **Logistics.**

(1) Refer to Reference o. (Savannah District 24-36 Hour Logistics Support Plan) for logistical support during hurricane operations.

(2) Real estate support is provided IAW guidance from Appendix 5 (Real Estate Support).

b. **Funding.** Refer to Reference n. (EP 37-1-6: Resource Management Functional Guide for Civil Emergency Management Programs, dated 1 October 2009) for funding codes and an explanation on the different types of funding for different activities. The reference provides detailed guidance for employee charges when working for FEMA under the Stafford Act.

**8. Command and Signal.**

a. **Command.**

(1) Location of Commander. The District Commander will be located in the SAS AO at the decisive points that best affect the desired mission outcomes. This demands mobility and reliable communications for operating at the EOC, RFO, Joint Field Office, or co-located with other key leaders and elected officials.

(2) Succession of Command.

(a) District Commander (DE)

(b) Deputy District Commander (DC)

(c) Deputy District Engineer for Programs and Project Management (DDPM)

(d) Division Chief by seniority

(e) Emergency Management Chief

b. **Control.**

(1) Command Posts.

(a) Phase I: The CP is the EOC located in the basement of SAS HQ.

(b) Phases II-IV: The CP is the EOC or the COOP site in the event of an evacuation order. Also available is the Alternate EOC at Thurmond Dam. The EOC initially maintains C2 on response and recovery missions until the RFO is established. The RFO is located near the affected area and/or the Joint Field Office. Once established the RFO assumes response and recovery missions from the EOC.

(c) Phase V: The CP is the EOC located in the SAS HQ building. The EOC ensures the RFO conducts proper closeout procedures.

(d) **Reports.** All reports will be prepared and sent to the EOC at [CESAS-EOC@usace.army.mil](mailto:CESAS-EOC@usace.army.mil). EOC Personnel will submit all reports to higher HQ and adjacent commands via ENGLink and/or WebEOC. Reports will be in the form of Situation Reports (SITREP), Spot Reports (SPOTREP), or part of the daily Commander's Update Brief (CUB). Refer to Appendix 6 for the CUB format and for an electronic fillable form go to the SAS Sharepoint site (<https://team.usace.army.mil/sites/SAS/EM/coop/Commanders%20Update/Forms/AllItems.aspx>)

c. **Signal.** Refer to Appendix 7 (Communications Support) for guidance on how ACE-IT will conduct their mission and what Enterprise Emergency Response Team (EERT) services may be available during a disaster response.

THOMAS J. TICKNER  
Colonel, EN  
Commanding

ATTACHMENTS:

Appendix 1 (Decision Execution Synch Matrix by Phase)  
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